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Job Descriptions for Faculty of the Cooperative Extension Service: County Agents, Specialists, District Supervisors, State Administrators.

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Job descriptions are provided for county agents, specialists, district supervisors, and state administrators in the Cooperative Extension Service in Kansas. Details include qualifications for each job as well as information about titles, location in the organizational structure, the nature and purpose of the work, and the major duties, with specific tasks analyzed. (nl)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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JOB DESCRIPTIONS

For Faculty
of the
Cooperative Extension Service

- ✓ *County Agents*
- ✓ *Specialists*
- ✓ *District Supervisors*
- ✓ *State Administrators*

Kansas State University

January 1968

FOREWORD

The Cooperative Extension Service is that phase of Kansas State University's continuing educational program by which youth and adults can be assisted to reach a higher level of income, culture, leadership, influence, and citizenship. The program is jointly supported by county, state, and federal funds.

The ultimate objective is to help all citizens attain, through their own initiative, a richer and more satisfying standard of living by helping them identify and solve their specific problems.

To facilitate a well-balanced and organized educational effort for rural, urban, and suburban families, the Kansas Cooperative Extension Service conducts a program around five major areas. These are identified and the purposes briefly defined in the following statements:

Natural Resource Use

Maximize the efficiency of agricultural production and promote the wise development, use, and conservation of natural resources by farm producers, landowners, agri-businesses, and interested citizens or groups through programs stressing the application of research to: the physical, biological, and economic sciences, sound business management, efficient use of labor, and resource development or utilization.

Marketing and Utilization of Resources

Assist producers, marketing and supply firms, organizations, and consumers with their marketing and related decisions and actions; to increase efficiency and lower the cost of marketing; to increase consumption and expand the market for farm products; to improve and maintain product quality; to improve the public's understanding of all phases of marketing; to facilitate economic development and adjustments to changing marketing conditions.

Extension Home Economics

Strengthen family life through educating the individual for family living; improving the skill in decision making for selecting services and goods by families; furthering community, national and world conditions favorable to family living.

4-H and Other Extension Youth Programs

Help all Kansas youth lead more useful and satisfying lives by providing varied, comprehensive, and flexible learning experiences that supplement and reinforce their formal education, and by assisting other youth-serving organizations and individuals in providing those desirable educational opportunities.

Community and Resource Development

Develop in all Kansas citizens an understanding of public problems in order to facilitate intelligent decisions about alternative uses of natural and human resources at the state, county, and local level. Assist all citizens to better understand and use democratic processes to solve community-related problems.

THE NEED FOR JOB DESCRIPTIONS

The Cooperative Extension Service of Kansas State University has served the people of this state for over a half century with useful and practical information in agriculture, home economics, and related fields. Yet our faculty are frequently asked: what is the Cooperative Extension Service and what is your job?

These questions reveal that there is a need to define what Cooperative Extension Service means in terms of off-campus education and public service.

The Cooperative Extension Service

The Kansas Cooperative Extension Service has a faculty of approximately 400. Of this number about two-thirds are employed in the 105 counties of the state as Extension agents and area specialists.

The faculty of the Extension Service is charged with the responsibility of developing an out-of-school system of education.

As a staff member of Kansas State University and as an employee of the United States Department of Agriculture, a major portion of every Extension worker's job is devoted to bringing new, practical information to adults and young people. Extension personnel can be classified in four groups -- county agents, specialists, district agents, and state administrators.

County agents through direct contact with the public develop specific action programs which meet individual, family, and community needs.

Subject matter specialists bring current information to county workers and organize this material so it can be easily used. They make contacts and conduct educational programs for individuals, organizations, and business firms on a county, area, or state basis.

The district supervisors and state administrators are responsible for overall program planning, coordination of activities, evaluation, staffing, personnel appraisal, program implementation, and budgeting.

The purpose of this publication is to clarify the major responsibilities of these four groups. The following statements have been prepared through the joint efforts and participation of all Extension faculty.

These job descriptions are not intended to restrict individual activities but have been written to help new Extension personnel, other members of Kansas State University, and the public better understand the work of the Extension faculty.

Harold E. Jones

Harold E. Jones
Director of Extension
Kansas State University

THE COUNTY AGENT'S JOB

TITLES

COUNTY EXTENSION AGRICULTURAL AGENT, COUNTY EXTENSION HOME ECONOMIST, COUNTY EXTENSION YOUTH AGENT, COUNTY EXTENSION HORTICULTURAL AGENT, AND ASSISTANT EXTENSION AGENTS IN AGRICULTURE, HOME ECONOMICS, AND 4-H.

LOCATION IN THE ORGANIZATIONAL STRUCTURE.

The County Agents are responsible to the Executive Board of the County Extension Council, and through the District Supervisor, to the State Director of Extension.

NATURE AND PURPOSE OF WORK

The County Agents are responsible for developing and implementing a well-balanced, adult and youth education program. This program helps rural and urban families utilize science and technology in meeting their economic, social, and cultural needs.

MAJOR DUTIES	TASKS
PROVIDING INDIVIDUALS, ORGANIZATIONS, AND FIRMS WITH SPECIFIC INFORMATION ON AGRICULTURE, HOME ECONOMICS, YOUTH WORK, AND RELATED AREAS	o Provides technical and other educational information through such methods as: in depth schools, informal courses, meetings, conferences, and visits. o Secures services of resource people as needed (Extension specialists, university researchers, resident staff, community leaders). o Writes newsletters to provide information for special interest groups. o Adapts Extension teaching tools such as publications, demonstrations, tours, and displays to the local situation. o Utilizes mass media to inform general public (press, radio, television). o Handles correspondence promptly and with tact. o Cooperates with the Continuing Education Departments in providing adult education services to local citizens. o Encourages people to utilize existing Extension Services which meet their individual, group, or community needs.

RECRUITING AND TRAINING INDIVIDUALS TO ASSUME RESPONSIBILITY FOR LEADING ACTIVITIES OF EXTENSION RELATED GROUPS	o Trains adult and youth leaders in content and techniques of presenting agriculture, home economics, and 4-H subject matter. o Outlines responsibility of judges and leaders who supervise county events such as fairs, achievement days, camps, field days, and tours. o Informs Extension group leaders about the responsibility, procedure, and philosophy of their respective organizations.
ASSISTS THE COUNTY IN DEVELOPING ITS TOTAL RESOURCES	o Arranges conferences and workshops for special interest groups considering community-centered issues. o Helps provide a forum for discussion and identification of community economic and social problems, needs, and goals. o Provides leadership training sessions for key citizens in such areas as communications, social action, public relations, and group dynamics. o Ties Extension program into the educational efforts of other groups -- mental health, safety, civil defense, public affairs, and education.
ORGANIZING AND COORDINATING AGRICULTURAL EXTENSION COUNCIL ACTIVITIES, CLUBS, UNITS, SPECIAL INTEREST AND/OR PRODUCER GROUPS	o Supervises and encourages participation of Extension groups at county, district, and state events. o Assumes leadership in organizing new groups and maintaining existing groups which contribute to accomplishing the local Extension plan of work. o Helps organize county committees to recommend county award winners. o Assists in planning and conducting township Agricultural Advisory Committee elections, annual meetings, and monthly executive board meetings.

PLANNING ANNUAL AND LONG-TIME EXTENSION PROGRAMS	o Assumes leadership and works with the County Agricultural Extension Council, local resource people, specialists, district supervisors, and county Extension staff to develop yearly and long-time programs to meet needs of the people in the county. o Utilizing county advisory committees and other local interest groups in developing and conducting programs. o Implements plan of work by scheduling Extension activities and events, preparing teaching materials and securing the services of Extension specialists and other outside consultants. o Organizes training sessions and materials for local citizens who serve on the Extension Councils, Executive Boards, producer associations, home demonstration units, and 4-H clubs.
UTILIZING EVALUATION AS A TOOL IN KEEPING LOCAL EXTENSION PROGRAM IN TUNE WITH NEEDS AND DESIRES OF INDIVIDUALS, ORGANIZATIONS, AND FIRMS	o Uses a variety of formal and informal techniques to evaluate local program effectiveness. o Utilizes ideas and methods from other areas in meeting local problems. o Determines priority for state Extension projects and programs which implement the local plan of work. o Helps specialists determine value of county presentations.
KEEPING UP TO DATE IN SUBJECT MATTER AND ADULT EDUCATION TEACHING METHODS	o Utilizes new teaching techniques and equipment in presenting an attractive education program. o Seeks professional improvement through inservice training, graduate courses, and current publications. o Participates in local, state, and national Extension and other professional meetings. o Files pertinent subject matter information from Extension and non-Extension sources.

REPORTING PROGRAM PROGRESS AND ACCOMPLISHMENTS TO THE UNIVERSITY, COUNTY OFFICIALS, AND LOCAL CITIZENS

- Informs the public about Extension through mass media, meetings, and events of individuals and group activities, achievements and progress.
- Keeps the County Executive Board and the County Commissioners informed in order to secure adequate support for present and future programs.
- Prepares plans of work, monthly and annual reports to report Extension work to District Agents and other University officials.
- Relays needs of people to the University so they can be considered in future Extension and research program planning.

MAINTAINING A FAVORABLE IMAGE OF THE EXTENSION SERVICE BY OFFERING WORTHWHILE SERVICES, MATERIALS, AND LEADERSHIP WHICH ARE IN RESPONSE TO LOCAL INTERESTS AND DESIRES.

- Maintains a cordial and courteous attitude.
- Operates a business-like office.
- Cooperates with co-workers and other agency personnel.
- Listens to people to determine future guidelines of county program.
- Creates an awareness of Extension services now available in the county.

COORDINATING KANSAS STATE UNIVERSITY EXTENSION EFFORTS WITH FEDERAL AND STATE AGENCY PROGRAMS AT THE COUNTY LEVEL.

- Encourages harmonious development of Extension and agency educational programs.
- Serves as a link between the people of the county and Federal agencies.

QUALIFICATIONS FOR THE JOB OF COUNTY EXTENSION AGENT

Educational Requirements

County Extension Agricultural Agent - Bachelor of Science Degree in Agriculture from a Land-Grant University and the capability of doing graduate work.

County Extension Youth Agent - Bachelor of Science Degree in Agriculture. However, in urban counties training in other disciplines will be considered.

County Extension Home Economists - Bachelor of Science or Arts Degree. A minimum of 33 credit hours in specific home economics subject matter areas.

County Extension Agent (specialized) - Bachelor of Science Degree with advanced study in subject matter specialty.

County Extension Assistant Agents - Bachelor of Science or Arts degree.

Abilities, Skills, Knowledge

- Applies principles of teaching in implementing an educational program and developing leadership in others.
- Develops ability to write and speak effectively.
- Meets high moral, social, and personal standards of a professional educator.
- Maintains professional competence by keeping current on subject matter and Extension teaching techniques.

ADDENDUM FOR COUNTY EXTENSION DIRECTOR AND AGENTS ADMINISTRATING COUNTY EXTENSION SERVICES

MAJOR DUTIES

PERFORMING SUCH ADMINISTRATIVE FUNCTIONS AS BUDGETING, REPORTING, COORDINATING, AND OFFICE MANAGEMENT NECESSARY TO THE OPERATION OF A COUNTY EXTENSION OFFICE

TASKS

- Responsible to the County Extension Executive Board and District Supervisor on all policy matters.
- Helps prepare annual budget, supervises budget expenditures, submits financial reports, and reviews audit.
- Handles legal aspects of council elections and annual meetings.
- Supervises professional and clerical county staff.
- Holds regular staff conferences and coordinates the total Extension program in the county.
- Plans for adequate office space and equipment for staff.
- Purchases all office supplies and equipment.
- Prepares proposals for all additional county staff positions.
- Coordinates subject matter recommendations between county, area, state Extension staff, and resident staff.

QUALIFICATIONS FOR COUNTY EXTENSION DIRECTORS

- Applies principles of teaching in implementing an educational program and developing leadership in others.
- Develops ability to write and speak effectively.
- Meets high moral, social, and personal standards of a professional educator.
- Maintains professional competence by keeping current on administration and personnel management principles.

County Extension Director - Master of Science Degree or training and experience in administration.

THE EXTENSION SPECIALIST'S JOB

TITLES	STATE EXTENSION SPECIALIST AND AREA EXTENSION SPECIALIST.
LOCATION IN THE ORGANIZATIONAL STRUCTURE.	The Extension Specialist is responsible to the academic department head and state leader for leadership and content in his area of specialization, and to the Assistant Director of Extension for program direction and coordination.
NATURE AND PURPOSE OF WORK	The Extension Specialist: o Provides educational leadership in his subject matter field, interprets research and serves as a liaison between research, county agents, and the public.

MAJOR DUTIES

TASKS

KEEPS UP TO DATE ON NEW DEVELOPMENTS AND RESEARCH IN SUBJECT MATTER AREA.

- o Participates in professional conferences, workshops, and seminars.
- o Adopts new knowledge and techniques for use in meeting people's needs.
- o Constantly up-dates presentation to include most current information available.
- o Utilizes mass media to bring new knowledge to county and state audiences.

HELPS DEVELOP COUNTY PROGRAMS GEARED TO THE NEEDS AND INTERESTS OF PEOPLE AS INTERPRETED BY THE COUNTY EXTENSION AGENTS AND LEADERS

- o Helps clarify and identify the problems.
- o Develops a plan of work.
- o Helps stimulate interests in the program.
- o Helps organize and focus attention on the problem through personal contacts, publications, programs, and use of mass media.

PROVIDES LEADERSHIP IN STIMULATING PROGRAMS AND INTEREST FOR HIS SPECIALIZATION ON AREA AND STATE BASES	o Exhibits personal enthusiasm for the Cooperative Extension system and his job in the on-going program. o Supplies county agents with support materials to carry out county programs such as news releases, publications, and visual aids. o Generates enthusiasm for his subject matter by emphasizing the social, economic, and/or cultural importance of this project.
PROVIDES DIRECT ASSISTANCE TO COUNTY AGENTS AND AREA SPECIALISTS IN SUPPORT OF THEIR EDUCATIONAL ACTIVITIES	o Serves as a resource person to agents and Extension councils on county development. o Acts as an on-call source of information for agents. o Trains agents in subject matter application and methods presentation. o Holds public meetings at request of agent. o Backs up county programs with suitable local, regional, and state-wide publicity.
FUNCTIONS AS A TEACHER AS HE DEVELOPS EDUCATIONAL TOOLS AND TECHNIQUES TO USE IN WORK WITH COUNTY, AREA, AND STATE EXTENSION PERSONNEL, LAY LEADERS, AND THE GENERAL PUBLIC.	o Establishes field trials and applied research studies. o Serves as a resource person. o Prepares appropriate teaching aids such as fact sheets, leaflets, bulletins, charts, and slides. o Presents information at training sessions, special interest programs, and public meetings. o Performs consultant type services through farm and home visits.

EMPHASIZES EVALUATION AS A TOOL FOR DEVELOPING A WELL BALANCED STATE-WIDE EXTENSION PROGRAM	o Helps county agents evaluate local projects in his subject matter area. o Advises research staff on problems and needs in his field of specialization. o Works with business and industry in determining expanded uses for Extension information and services. o Discusses with other Extension specialists ways to use "the team approach" in solving complex problems.
CONTRIBUTES TO THE OVERALL EFFECTIVENESS OF THE COOPERATIVE EXTENSION SERVICE	o Serves on University, Extension, and civic committees. o Prepares adequate reports and records. o Participates in professional organizations and their activities. o Reports program plans and accomplishments.

QUALIFICATIONS FOR THE JOB OF EXTENSION SPECIALIST

Educational Requirements

State Specialists - Advanced training preferably through the doctorate or a terminal degree in area of specialization.

Area Specialists - Advanced training through the master's degree in their area of specialization.

Abilities, Skills, Knowledge

- o Ability to converse and speak effectively.
- o Ability to meet the public and have a genuine interest in the welfare of others.
- o Ability to convey ideas clearly and concisely.
- o Ability to develop and maintain rapport with faculty members, other agencies, and organizations.
- o Enthusiasm and ability to motivate others.
- o Understanding of the philosophies of education, extension, and subject matter field.
- o Organizational ability.

Experience Requirements

- o County agent experience desirable.

THE DISTRICT AGENT'S JOB

TITLES	DISTRICT SUPERVISOR AND DISTRICT HOME ECONOMIST.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Works under the immediate supervision of the State Leader, Field Operations.
NATURE AND PURPOSE OF WORK	Responsible for developing, coordinating and maintaining a county Extension staff and office in each of the counties. Responsible for providing leadership in personnel, administration, budget formulation and negotiation, overall planning, execution, reporting and evaluation of county and district Extension educational programs. The district supervisor serves as chairman of the district agent team.

MAJOR DUTIES	TASKS
ASSISTS IN SECURING ADEQUATE COUNTY FINANCING TO SUPPORT LOCAL EXTENSION PROGRAM AND SUPERVISES THE MAINTENANCE OF A RECORD SYSTEM TO INSURE PROPER EXPENDITURE OF PUBLIC FUNDS.	o Negotiates agents salaries, based on performance, with county executive boards. o Meets with county commissioners and executive boards to assist in preparing annual budgets. o Develops with the county Extension staff an effective reporting procedure. o Helps agents develop a procedure in the use of supplemental funds. (4-H Council, H.D.U. Advisory Committee.)
PROVIDES THE LEADERSHIP IN OVERALL PLANNING, EXECUTING, REPORTING, AND EVALUATING THE COUNTY EXTENSION EDUCATIONAL PROGRAM.	o Informs administrative staff, specialists, and resource people of current county programs and problems. o Coordinates the work of county Extension staffs with specialists and other Extension personnel. o Assists county agents and lay groups in developing and implementing Extension programs.

- Aids county agents in coordinating federal, state, and area projects with the county Extension program.
- Encourages and assists agents in utilizing both immediate and long-range program planning.
- Assists county agents in determining program progress and accomplishments.
- Establishes and maintains cooperative relations with advisory boards, organizations and public agencies at district and county level.
- Coordinates county and/or district Extension events and activities.

DETERMINES AND DEVELOPS, IN COOPERATION WITH THE TRAINING STAFF, ADMINISTRATORS AND SPECIALISTS, COMPREHENSIVE TRAINING DESIGNED TO HELP AGENTS CARRY OUT THEIR PROGRAM

- Arranges, through district conferences or other means, the training of agents in methods, policy, administrative procedures, and subject matter.
- Helps agents interpret policies and procedures.
- Counsels with county agents on personal problems.
- Encourages agents to participate in summer schools and other professional improvement programs.
- Consults with training staff and subject matter departments in arranging for inservice training through field courses, workshops, and conferences.
- Counsels and outlines with county agents a professional improvement plan.

WORKS WITH THE STATE LEADERS AND EXECUTIVE BOARDS IN RECRUITING, COUNSELING, DEFINING POLICIES AND PROCEDURES FOR COUNTY EXTENSION PERSONNEL.

- Recruits and refers potential Extension agent candidates to the State Leader of Field Operations.
- Assumes responsibility for defining and interpreting of personnel policies in such areas as: professional improvement, vacations, insurance, promotions, out-of-county events, state events, transfers, leaves of absence, retirement.

EVALUATES THE PERFORMANCE AND EFFECTIVENESS OF THE COUNTY STAFFS	o Makes periodic examinations of budgets to see that expenditures are kept within intended use. o Evaluates performance of agents prior to salary negotiation. o Evaluates qualifications and job responsibilities of new personnel. o Reviews and encourages local application of Extension studies.
DEVELOPS METHODS WITH AGENTS AND LEADERS TO GET PUBLIC ACCEPTANCE AND BETTER UNDERSTANDING OF COUNTY EXTENSION PROGRAM	o Helps agents to develop a professional attitude toward their job. o Helps agents to understand the importance of effective public relations. o Serves as a public relations person for Extension. o Keeps aware of degree of acceptance of Extension program by public through contact with local individuals and groups. o Assists agents to interpret local program through use of media, reports, meetings, circular letters, and visits. o Keeps two-way communication lines open to commissioners, executive boards, and other influential groups.
CONFERS WITH COUNTY AGENTS AND EXECUTIVE BOARDS ON ORGANIZATIONAL, ADMINISTRATIVE, AND OPERATIONAL PROBLEMS OF OFFICE MANAGEMENT	o Helps agents analyze any problems related to office arrangement, management of time, and use of secretarial help.
KEEPS UP TO DATE ON PERTINENT NEW DEVELOPMENTS AND RESEARCH IN THE AREA OF SUPERVISION AND PERSONNEL MANAGEMENT	o Attends administrative workshops and conferences on supervision and personnel management. o Utilizes research reports, books, and other publications to gain a broad understanding in their area of work. o Takes advantage of sabbaticals, leave for study, courses on the job, and other privileges to keep abreast of current trends.

QUALIFICATIONS FOR THE JOB OF DISTRICT AGENT

Educational Requirements

Master of Science Degree, or its equivalent in Extension administration or education.

Abilities, Skills, Knowledge

- o Knowledge of the history, philosophy, and purpose of Cooperative Extension work.
- o Demonstrates organizational and leadership ability.
- o Demonstrates ability to work, understand, and cooperate successfully with people.
- o Demonstrates pride and interest in the profession and a desire for professional improvement.
- o Knowledge of program planning and evaluation principles.
- o Knowledge of office management.
- o Be willing to listen.

Experience Requirement

- o County Agent experience mandatory.

THE ADMINISTRATOR'S JOB

TITLE	Extension Director, Associate Director, Assistant Director, Subject Matter Department Heads, and State Leaders.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Extension Director - responsible to the Vice-President for Agriculture and the Secretary of Agriculture for all Extension projects, plans of work, annual reports, personnel, budgeting, and other matters involving Federal funds. Associate and Assistant Director, Extension State Leaders, and Subject Matter Department Heads in the College of Agriculture responsible to the Extension Director. Extension departments of Information and County Operations report to the Associate Director on all matters pertaining to operational procedures, budgets, and personnel. Subject Matter Department Heads in the College of Agriculture and Extension departments of Home Economics, 4-H and Other Youth Programs, Engineering, and Marketing work with the Assistant Director on matters pertaining to Extension programs and personnel training.
NATURE AND PURPOSE OF WORK	Extension administrators have the responsibility of developing general over-all policies for use in the guidance of the Division of Extension including all phases of its activities and programs. Administrators are also responsible for planning, organizing, directing, coordinating, and controlling the operations of personnel and programs.

MAJOR DUTIES	TASKS
PLANNING	o Developing Extension policies based upon applicable current laws, regulations, and memorandums and preparing outlines of the over-all Extension goals and objectives.
ORGANIZING	o Establishing and maintaining organizational and program structures to show lines of authority and responsibility with plans for implementing broad educational programs.
DIRECTING AND COORDINATING	o Formulating policy procedures for fiscal management, personnel management and staff development, and program operations. o Developing policies and procedures on internal communications to achieve effective coordination of Extension personnel and programs. o Establishing a system of external communications with all cooperating agencies and organizations.
CONTROLLING	o Planning and establishing evaluation policies and procedures which will result in effective personnel appraisal and evaluation of organization methods and program. o Implementing adjustments determined to be needed o Developing a system of reporting program progress and accomplishments.

QUALIFICATIONS FOR THE JOB OF STATE ADMINISTRATOR

Educational Requirements

An Extension administrator should have a thorough understanding of and a demonstrated skill in the basic principles of administration. It is suggested that Extension administrators have a minimum of a Master's degree with a Doctor's degree desirable. However, this is not intended to rule out individuals who have demonstrated outstanding administrative ability and possess lower degrees.

Abilities, Skills, Knowledge

- Thorough understanding and appreciation of the history, philosophy, objectives, and policies of the Cooperative Extension Service and the University.
- Ability to maintain high morale among staff members.
- Capability to motivate people.
- Knowledge of human relations coupled with the ability to meet and get along with people individually and in groups, both internally and externally.
- Comprehension of administrative principles.
- The faculty to delegate responsibility and authority.
- Skill to communicate clearly.
- Aptitude to plan and organize.
- Ability to evaluate.
- An understanding of personnel management procedures and ability to apply them.
- Aptitude to adapt to changing situations.
- A good grasp of the processes of teaching and learning.

Experience Requirement

- Practical experience at most administrative levels in Extension is desirable.

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JOB DESCRIPTION COMMITTEES

County Agricultural Agents: C. T. Hall, C. A. Hollingsworth, Beverly Stagg, Warren Harding, Gene Harris, Pete Maley.

County 4-H Agents: Kenneth McGinness, William Fultz, Thurman Wren.

County Home Economics Agents: Oletha Blevins, Mona Crum, Alice Frey, Ruby Truax, Ocie Neuschwander, Elsie Branden, May Beth Herndon.

Extension Administration: Paul Griffith, John Ferguson, Oscar Norby.

District Supervisors: Richard King, Kathryn Sughrue, Ruth Wells, Elmer Blankenhagen.

Extension Specialists: Wilton Thomas, Roger Wilkowske, V. E. McAdams, Ralph Bonewitz, Russell Herpich, Leo Wendling, Annabelle Dickinson, Ethel Self, C. R. Roberts, George Wright, Charles Bates, Arliss Honstead, Robert Bevins, Chet Unruh, Betty Norris.

Advisory Review Committee: Robert Nuttleman, President County Agricultural Agents Association; Ocie Neuschwander, President, County Home Economics Agent Association; Ralph B. Rector, President, County Club Agents Association.

State Staff Coordinators: Harold Jones, Kenneth Thomas, Curtis Trent.

Federal Extension Service Consultant: William Linder, Staff Development Specialist, Federal Extension Service.

Job description publication prepared by Wilber Ringler, Assistant Director.

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